

# MAS MTEC Study Guide 2022

This booklet provides information and advice on how you can effectively manage your studies.



# Welcome to the MAS ETH MTEC class of 2022–2024

Dear MAS MTEC student,

it is a great pleasure to welcome you to the Master of Advanced Studies programme at the Department of Management, Technology, and Economics (MAS ETH MTEC)!

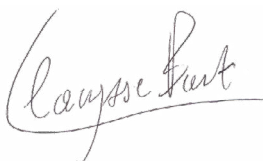
Our vision is to understand and help shape the interactions between technology, organisations, and society, particularly with respect to their impact on the sustainable use of natural and human resources. Our faculty is characterised by scholarly excellence and a constant engagement with industry and society. The MTEC Department (D-MTEC) attracts over 500 students from more than 50 countries.

Launched in 1980, MAS MTEC is one of the longest-standing and most successful management education programmes in Switzerland. It combines high academic standards with a strong practical orientation. We strive to improve the programme through continuous innovation and have recently added the MAS Mentoring Programme, an Onboarding Workshop and an integrative student-alumni learning format (MAS+ Workshops and Talks). Our aim is to equip prospective technology managers with the knowledge and competencies required to develop systemic solutions for complex professional challenges. As of today more than 1,800 graduates have successfully completed the programme and moved on to leadership positions in private and public institutions.

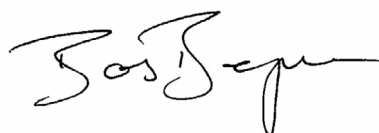
Every year about 60 motivated and ambitious new students join our programme. We are committed to making your MAS MTEC journey a rewarding and enjoyable experience.

This booklet provides advice on how you can effectively manage your studies, as well as information about regulations, financial issues and campus life.

We wish you successful and inspiring studies!



Professor Bart Clarysse  
Programme Director



Dr Bastian Bergmann  
Programme Coordinator

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# Introducing the MAS ETH MTEC

Programme structure  
Credit points  
Programme regulations  
Curriculum  
Grading  
Performance assessments  
Tuition fees  
Withdrawal fees  
Cancellation of studies

# The MAS ETH MTEC framework

## Programme structure

The programme starts in the Autumn Semester and consists of two parts: the first 3 semesters are made up of lectures, seminars and intensive courses, and the 4th semester is allocated to a Master's thesis. We recommend reducing your professional employment to 60–70% and completing the programme in 4 semesters, on a part-time basis. By the end of your studies, you need to have earned the minimum required number of credit points for a successful completion of your studies.

## Credits points

The ETH Zurich credit point system is based on the European Credit Transfer System (ECTS). According to this system, study achievements are allocated credit points (CP), with each credit point corresponding to an average workload of 25–30 hours. MAS MTEC regulations specify a minimum of 60CP and a maximum of 65CP for completion of the degree: 48CP (max. 53CP) for courses and 12CP for the Master's thesis. 6CP may be earned from courses offered by other ETH departments with approval by Student Services.

## Programme regulations

The programme is governed by the MAS MTEC regulations. These are found in a document published on the MAS MTEC website. The German version is the legally binding document, while the English translation serves informational purposes only and has no legal standing.

[www.mas-mtec.ethz.ch/regulations](http://www.mas-mtec.ethz.ch/regulations)

## Curriculum

The MAS MTEC is an interdisciplinary university continuing education programme at the post Master's degree level. In addition to its own exclusive courses it also integrates courses of the D-MTEC Master of Science programme (MSc MTEC). This provides MAS students with a vast choice of courses and enables them to tailor their studies to their own individual needs and interests.

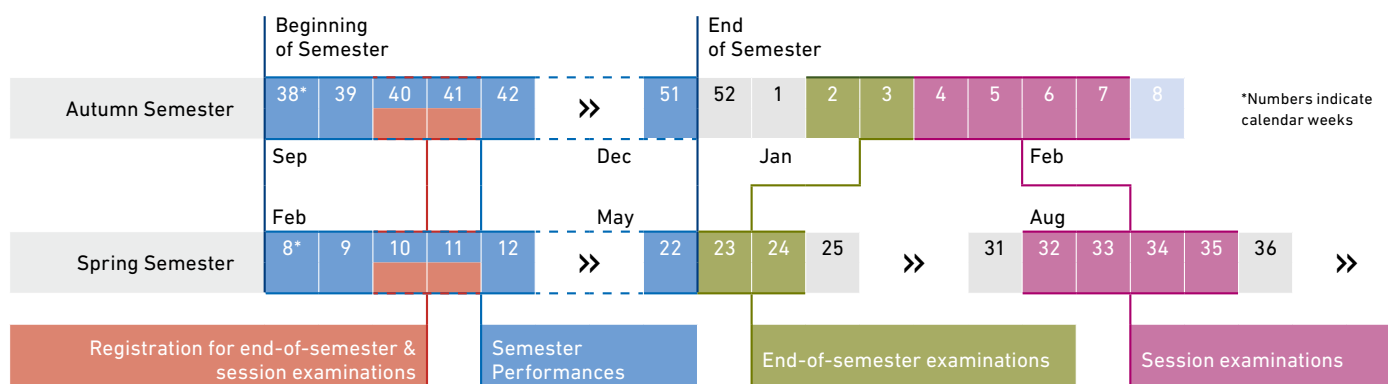
The programme comprises 4 different categories of study: Core Courses, Skill-based Training, Elective Courses, and a Master's thesis.

### MAS MTEC curriculum structure

Course category	min. CP required
<b>A</b> Core Courses	5x3
<b>B</b> Skill-based Training	2x1
Additional courses from A, B or Elective Courses	31 (max. 36)
Courses total	48
Master's thesis	12
<b>MAS ETH MTEC programme total</b>	<b>60</b>

You have to earn at least 15CP for Core Courses and pass 2 Skill-based Training courses. The remaining 31 CP (max. 36 CP) can be earned in the categories Core Courses, Skill-based Training, and Elective Courses. In total you have to obtain 48CP (max. 53CP) for courses.

# Grading system and performance assessments



## Grading

The grading scale ranges from 1.0 to 6.0 in quarter grade (0.25) intervals. The minimum passing grade is 4.0 and the maximum grade is 6.0. The numerical grades correspond to the descriptions given in the scheme below.

Performance assessments are either graded or evaluated on a pass/fail basis. Failed performance assessments may be repeated once.

### Grades at ETH

Grade	Description
6.0 - 5.75	Excellent
5.5 - 5.25	Very good
5.0 - 4.75	Good
4.5 - 4.25	Satisfactory
4	Pass
3.5	Fail
3	Poor
2.5	Very poor
2	Extremely poor
1	Not measurable

## Performance assessments

### End-of-semester examinations

At D-MTEC, end-of-semester examinations are carried out during the first two weeks of the semester vacation and after the turn of the year, during calendar weeks 2 and 3 in January. These are the most common type of performance assessments at D-MTEC and are scheduled by the department. A detailed examination schedule is available in September (Autumn Semester) and February/March (Spring Semester) every year:

[www.mas-mtec.ethz.ch/examination-dates](http://www.mas-mtec.ethz.ch/examination-dates)

### Semester performances

Graded or ungraded semester performances are mostly integrated performance assessments during the semester or performance assessments which take place outside of the normal semester schedule.

### Session examinations

Session examinations are carried out during calendar weeks 4 to 7 (Autumn Semester) and 32 to 35 (Spring Semester). These examinations are planned by the ETH Examinations Office.

# Fees and expenses

## Tuition fees

Irrespective of the duration of the programme, the tuition fees will be invoiced in two equal instalments during the first two semesters (October and March). Payment in more instalments is not possible. Invoices will be addressed to you personally. If a semester invoice should carry your employer's address (c/o address), you may change this before the semester has started at:

[www.adressen.ethz.ch](http://www.adressen.ethz.ch)

## Withdrawal fees

If you wish to withdraw your application to the programme, please inform the School for Continuing Education in writing as soon as possible. This will enable us to offer your place to other applicants.

Please note that a withdrawal fee will be charged if you inform us more than 30 days after the date of your admission.

## Cancellation of studies

If you cannot or do not wish to continue your studies, please inform the School for Continuing Education in writing.

Please note that fees which have already been paid cannot be refunded. If you withdraw from the programme after the start of the second semester, the full programme costs will be charged.

### **School for Continuing Education**

Application, cancellation, financial matters, and confirmations

ETH Zurich  
Rämistrasse 101  
HG E17–E18.5  
8092 Zurich

Opening hours: Mo–Fr 9.00–11.00, 14.00–16.00  
+41 44 632 56 59

[www.sce.ethz.ch](http://www.sce.ethz.ch)



# Starting your studies

ETH card  
E-mail account  
myStudies  
MAS MTEC intranet  
Moodle platform  
Lecture times and workload  
Academic calendar  
Important events

# Organisation

## ETH card

When you begin your studies, you will receive a personal ETH card as an electronic and visual identity card.

You need to validate your ETH card every semester at one of ETH Zurich's validation terminals situated at ETH Zentrum and ETH Hönggerberg.

The ETH card allows you to print and copy. Each semester, students are granted credits worth CHF 18, which may be topped up under: [www.print.ethz.ch](http://www.print.ethz.ch) (link only works within the ETH network)

Showing your validated ETH card entitles you to the employee discount at ETH canteens and cafeterias.

The ETH card also enables you to access the WEV building (Weinbergstrasse 56/58, 8092 Zurich) during off hours. For this purpose you have to create a PIN at: [www.adressen.ethz.ch](http://www.adressen.ethz.ch)

For more information about the ETH card, please visit: [www.ethz.ch/services/en/service/eth-card](http://www.ethz.ch/services/en/service/eth-card)

## E-mail account

On being accepted to the programme you will receive an ETH e-mail account: a username ending with "@student.ethz.ch", and an initial password. The username is automatically assigned by the system and cannot be changed during the course of study.

All communication with the programme and ETH occurs solely via your student e-mail account.

## myStudies

myStudies is the central application for students to administrate their studies. Some of the most important functions and activities in myStudies are:

- Enrolling for a new semester
- Registering for courses and course groups
- Accessing electronic learning materials
- Registering for / withdrawal from examinations (except semester performances)
- Viewing your examination dates
- Registering for the Master's thesis
- Viewing your Transcript of Records
- Requesting the issuance of your degree

[www.mystudies.ethz.ch](http://www.mystudies.ethz.ch)

## MAS MTEC intranet

The MAS MTEC intranet contains study-specific information: e.g. course dates (before publication in the ETH Course Catalogue), class profiles with contact details of current students, and information on MAS MTEC student representation. Access is restricted to MAS MTEC students and staff.

[www.mas-mtec.ethz.ch/intranet](http://www.mas-mtec.ethz.ch/intranet)

## Moodle platform

Moodle is an open-source learning platform at ETH Zurich. It provides learners, educators, and administrators a virtual learning environment for uploading course material, managing assignments, and designing teaching and learning scenarios. You can access a course's Moodle page via myStudies or log in directly:

[moodle-app2.let.ethz.ch](http://moodle-app2.let.ethz.ch)

# Schedule

## Lecture times & workload

The first 3 semesters of the programme consist of courses – lectures, seminars, and block courses – with an average of 12 contact hours per week. Classes usually take place between 8.00 and 20.00. Please note that extra time for preparation and homework should be taken account of in your planning.

The 4th semester is mainly dedicated to completing the Master’s thesis, which can be written on a full-time (10 weeks) or part-time (16 weeks) basis. It is possible to attend courses during this last semester (e.g. Course Abroad). This should be taken into consideration, especially if at that time you have not yet completed the requirements or earned the credit points necessary to qualify for your degree.

We highly recommend reducing your professional workload/employment to 60–70%.

## Academic calendar

The ETH academic calendar shows all dates and deadlines for ETH students. It is divided into an Autumn Semester (HS) and a Spring Semester (FS). Each semester is 14 weeks in length. A downloadable MAS MTEC schedule also includes all MAS MTEC dates and events.

Both calendars are available on our website:  
[www.mas-mtec.ethz.ch/academic-calendar](http://www.mas-mtec.ethz.ch/academic-calendar)

<b>First Term, Autumn Semester</b> 12h lecture courses per week on Tue & Thu + occasional block seminars on Fri & Sat		Tue		Thu	Fri	Sat
<b>Second Term, Spring Semester</b> ≤ 12h lecture courses per week on Mon & Wed + partial shift to more block seminars on Fri & Sat	Mon		Wed		Fri	Sat
<b>Third Term, Autumn Semester</b> ≤ 12h lecture courses per week on Mon & Wed + partial shift to more block seminars on Fri & Sat	Mon		Wed		Fri	Sat
<b>Fourth Term, Spring Semester</b> Master’s thesis: 10 weeks or 16 weeks + occasional courses and Course Abroad						
Recommended professional workload beside studies: 60–70%						

# Events

## Onboarding Event

9 September 2022

This workshop will help you make the most of the MAS programme. Through guided discussions and reflections, you will identify what you are looking to gain from your studies. In addition, Student Services will provide you with information about the most important administrative processes. You can get in touch with your classmates, the student organisation, and D-MTEC faculty and staff.

[www.mas-mtec.ethz.ch/onboarding](http://www.mas-mtec.ethz.ch/onboarding)

## Welcome Day

19 September 2022

On Welcome Day you will be introduced to the most relevant facts and contact persons at D-MTEC. Welcome Day also serves to develop a co-creative class spirit for incoming students of both the MAS and the MSc programmes. It offers a chance for informal exchange between D-MTEC staff, faculty, student organisations, and students of both programmes.

[www.mas-mtec.ethz.ch/welcome-day](http://www.mas-mtec.ethz.ch/welcome-day)

## Master's Fair

30 November 2022 | 29 November 2023 (tbc)

The MTEC Master's Fair is an annual event at which you have the opportunity to get to know the different chairs and research groups of the department, and their respective research and teaching portfolios. We strongly recommend attending this event in the 1st or 3rd semester to get in touch with the researchers of the different D-MTEC chairs and to identify potential supervisors for your Master's thesis. These contacts may also help you to identify a possible topic for your thesis.

[www.mas-mtec.ethz.ch/masters-fair](http://www.mas-mtec.ethz.ch/masters-fair)

## Get-Togethers

6 October 2022 | 24 November 2022 | 8 March 2023  
11 October 2023 | 21 February 2024

Get-Togethers are brief information events, during which you can meet with the Programme Coordinator and Student Services to get first-hand information on new features that will be introduced in the upcoming semester.

[www.mas-mtec.ethz.ch/get-together](http://www.mas-mtec.ethz.ch/get-together)

## MAS+ Workshops & Talks

MAS+ workshops and talks are integrative student-alumni learning events that facilitate knowledge transfer between D-MTEC students and alumni. The events promote exchange and discussion on topics related to the MAS MTEC programme.

[www.mas-mtec.ethz.ch/masplus](http://www.mas-mtec.ethz.ch/masplus)

## Career Talks

D-MTEC hosts a series of lunchtime Career Talks that reflect on individual career development and perspectives. An apéro afterwards offers the opportunity for deeper, informal exchange.

[www.mas-mtec.ethz.ch/careertalks](http://www.mas-mtec.ethz.ch/careertalks)

## MTEC Day

25 October 2024

On MTEC Day we celebrate our D-MTEC graduates. We learn about their thesis topics and seek inspiration from our keynote speakers and graduate presenters.

[www.mas-mtec.ethz.ch/mtec-day](http://www.mas-mtec.ethz.ch/mtec-day)

# Designing your studies

Course structure  
Course Catalogue  
Study Plan  
Semester enrolment  
Course registration  
Examination registration and withdrawal  
Repetition of examinations  
Evaluation of teaching & courses  
MTEC Mentoring Programme MAS  
MAS+ Workshops and Talks

# Selecting your courses

You will choose your courses from 4 different categories: Core Courses, Skill-based Training, Elective Courses, and the Master's thesis. As the course modules include many lectures, good planning is key to successful studies. It is essential that you consider the programme requirements in your course planning.

When choosing your courses, avoid overlapping courses as some may have compulsory attendance. You can check the lecture times and dates in the Course Catalogue.

## Course structure

### Core Courses

Core Courses provide a strong foundation in management, technology, and economics. These lectures are designed to deepen the participant's understanding in 6 competence areas. You may choose Core Courses according to your own interests with the requirement that you complete a minimum of 3 CP in at least 5 of 6 competence areas during your studies.

### Skill-based Training

Social and methodological competencies are an integral part of the MAS MTEC programme. Hence you have to choose a minimum of 2 courses in the "Skill-based Training" category. Skill-based Training, for didactic reasons, takes place in small groups (usually on Fridays and Saturdays).

### Master's thesis

In the Master's thesis you will prove your ability to do independent, structured and scientific work. The Master's thesis is supervised by a D-MTEC professor as well as a company supervisor and is typically written in the 4th semester.

> Details on pages 19 to 21.

### Elective Courses

Core Courses are complemented by Elective Courses which allow you to focus on your chosen key subjects according to your individual interests and time constraints. You can choose Elective Courses from 4 areas: MAS MTEC Electives, Course Abroad, Further MTEC Electives, and Extradepartmental Courses.

**MAS MTEC Electives & Further MTEC Electives** In addition to the Elective Courses offered exclusively to MAS MTEC students, you may select from the vast repertoire of MSc MTEC electives. All courses in both areas are freely selectable. However, some courses may have registration prerequisites or a selection process.

**Course Abroad** This module takes place during the 4th semester of the programme. It usually consists of a 6-day seminar abroad with the goal of expanding and deepening your professional skills and expertise, through offering perspectives on the economic, social, and cultural world of the destination country. The study trip features carefully selected seminars, hands-on workshops, company visits and networking events.

[www.mas-mtec.ethz.ch/course-abroad](http://www.mas-mtec.ethz.ch/course-abroad)

Destination and date of the study trip can change from year to year. The costs for the Course Abroad are not included in the tuition fee. Participation is optional and places are limited.

**Extradepartmental Courses** These courses serve to broaden your education in associated and interdisciplinary fields. You can earn at most 6 CP from other ETH departments. However, courses at institutions other than ETH are not recognised. Prior to signing up for Extradepartmental Courses you have to get approval from Student Services.

No credit points will be awarded for language courses.

You have to earn 48 CP (max. 53 CP) with at least 15 CP for Core Courses. Also, you must successfully complete at least 2 Skill-based Training courses. You can choose the remaining CP from the categories Core Courses, Skill-based Training, and Elective Courses.

### MAS MTEC course structure overview

<p><b>Core Courses</b> <span style="float: right;"><b>min. 15 CP</b></span></p> <p>You have to complete a min. of 3 CP in at least 5 of 6 competence areas:</p> <ul style="list-style-type: none"> <li>&gt; General Management and Human Resource Management</li> <li>&gt; Strategy, Markets and Technology</li> <li>&gt; Information and Operations Management</li> <li>&gt; Quantitative and Qualitative Methods for Solving Complex Problems</li> <li>&gt; Micro and Macroeconomics</li> <li>&gt; Financial Management</li> </ul>	<p><b>Elective Courses</b></p> <p>Choose from 4 areas:</p> <ul style="list-style-type: none"> <li>&gt; MAS MTEC Electives</li> <li>&gt; Course Abroad</li> <li>&gt; Further MTEC Electives</li> <li>&gt; Extradepartmental Courses</li> </ul>
<p><b>Skill-based Training</b> <span style="float: right;"><b>min. 2 courses</b></span></p>	<p><b>Master's thesis</b> <span style="float: right;"><b>12 CP</b></span></p>

## Course Catalogue

The Course Catalogue contains detailed information and schedules for all courses offered at ETH Zurich. The Course Catalogue for an upcoming semester is generally published in calendar week 20 (for the Autumn Semester) and calendar week 46 (for the Spring Semester).

You can search within a specific semester for courses by programme, title, lecturer, and number, to name a few options. Courses with an ID beginning with 365 are exclusively for MAS MTEC students, whereas 363-courses are also open to other students. [www.vvz.ethz.ch](http://www.vvz.ethz.ch)

## Study Plan

The Study Plan provides an overview of the curriculum. It is specific to each class and lists all course categories and their corresponding courses as well as all the requirements that you need to fulfil. Please note, that for the category "Further MTEC Electives" the Study Plan lists only a selection of available elective courses.

Please be aware that changes and revisions to the Study Plan are possible. Once the semester has started, the information published in the Course Catalogue is binding. [www.mas-mtec.ethz.ch/study-plan](http://www.mas-mtec.ethz.ch/study-plan)

# Administering your courses

## Semester enrolment

You must enrol online in myStudies for every semester. You will be informed by email of the date when electronic enrolment opens. After your first enrolment you will receive your confirmation of matriculation and your ETH card by post.

Semester enrolment is possible starting in calendar week 28 (Autumn Semester) and calendar week 50 (Spring Semester). Please enrol as early as possible.

## Course evaluation

At ETH Zurich teaching is regularly rated by students to improve teaching and student learning. Results from teaching evaluations are available online:

[www.ethz.ch/students/en/studies/academic-support/teaching-evaluation](http://www.ethz.ch/students/en/studies/academic-support/teaching-evaluation)

## Course registration

Course registration is only possible after semester enrolment. Select your courses according to the programme requirements and your own interests, and register via myStudies. Please give the course registration process careful thought, set reasonable priorities, and avoid overlapping courses.

For didactical reasons some courses have limited spaces, and registration is on a first-come, first-served basis. If a course is fully booked, you will be placed on a waiting list.

Some courses have a primary target group, which is indicated in the Course Catalogue. Students who belong to this target group have priority. Students who do not belong to this primary group might not attend the course or are initially be placed on a waiting list.

### Registration for Course Groups

Some courses are held more than once in the same semester, and you will need to select your specific course dates (Course Group) during registration. You can do this directly via myStudies.

### Course registration limit

Students can register for a maximum of eight courses per semester. Exceptions can be made upon request but require approval from Student Services. Requests will only be approved if they are clearly justified (e.g. missing CP in a required category).

[www.mas-mtec.ethz.ch/intranet](http://www.mas-mtec.ethz.ch/intranet)



# Examinations

## Registration & withdrawal

### End-of-semester examinations & session examinations

In registering for a course, you are not automatically registering for that course's examination. You must register for end-of-semester examinations and session examinations independently of course registration in the 3rd and 4th weeks of each semester.

Only the examination dates for registered session examinations are listed in your personal examination schedule shown in myStudies.

Withdrawal from end-of-semester examinations is possible from the 3rd week of the semester until Sunday at midnight calendar week 49 (for the Autumn Semester) and until Sunday at midnight calendar week 20 (for the Spring Semester). Withdrawal from session examinations is possible from the 3rd week of the semester until Sunday at midnight one week before the start of the examination session.

Once the withdrawal deadline has expired, it is only possible to withdraw in the case of "force majeure" (e.g. illness, accident). In this event, please contact the Examinations Office as soon as possible by phone (see box on the right). If you have registered for an examination via myStudies and you fail to show up for the examination without timely notice of withdrawal to the Examination Office, it will be considered failed and appear as a "no show" on your transcript.

### Semester performances

Registration for ungraded or graded semester performances is not required. You are automatically registered for performance assessments when you register for your courses on myStudies. In most of the exclusive MAS courses, your semester performance will be assessed based on short written assignments and attendance.

The Course Catalogue contains detailed information regarding performance assessments and repetition of examinations.

## Repetition

### End-of-semester examinations

If it is possible to repeat a performance assessment without repeating the respective course, a repetition date will be offered in the first two weeks of the immediately consecutive semester.

### Session examinations

If it is possible to repeat a performance assessment without repeating the respective course, a repetition date will be offered in the examination session of the immediately consecutive semester.

#### Examinations Office

ETH Zurich  
Rämistrasse 101  
HG F18  
8092 Zurich

Opening hours: Mon–Fri, 11.00–13.00  
or by appointment  
+41 44 632 20 68  
exam@ethz.ch

[www.ethz.ch/students/en/studies/performance-assessments](http://www.ethz.ch/students/en/studies/performance-assessments)

## MAS+ Workshops and Talks

MAS+ is an integrative student-alumni learning format that facilitates knowledge transfer between D-MTEC and our alumni in industry. These events range from workshops that assess and re-evaluate our programme content, to talks by industry professionals, to career and networking events. The events are aimed at MAS MTEC students and alumni and are free of charge. No credit points will be awarded.

**Contact**

Morgan Altman  
Programme Operations  
+41 44 633 92 35  
[maltman@ethz.ch](mailto:maltman@ethz.ch)

[www.mas-mtec.ethz.ch/masplus](http://www.mas-mtec.ethz.ch/masplus)

## MTEC Mentoring Programme MAS

The MTEC Mentoring Programme MAS (MMP MAS) pairs current MAS MTEC students with industry experts and alumni to promote personal and professional development, as well as career and network building. The Mentoring Programme runs for six months, with a kick-off meeting and monthly one-on-one personal coaching sessions between mentors and mentees. The mentoring process includes on-board training, networking, and ongoing assessment and support.

**Contact**

Dr Isabel Spicker  
MMP MAS Coordinator  
+41 44 632 32 69  
[ispicker@ethz.ch](mailto:ispicker@ethz.ch)

[www.mas-mtec.ethz.ch/mentoring](http://www.mas-mtec.ethz.ch/mentoring)

# Master's thesis and finishing your studies

Master's thesis prerequisites  
Master's thesis supervision  
Master's thesis administration  
Master's thesis writing and submission  
Degree request  
Final documents  
The MAS ETH MTEC degree  
Study extension

# Master's thesis

In the Master's thesis you will prove your ability to do independent, structured and scientific work. The Master's thesis is typically written in the 4th semester, either on a full-time (10 weeks) or a part-time basis (16 weeks). It is supervised by a D-MTEC professor as well as a company supervisor.

## Prerequisites

You have to fulfil the following requirements before you can register for a Master's thesis:

- You must have read the "Citation Etiquette" information sheet on plagiarism as well as the MAS MTEC Anti-plagiarism information sheet
- You must have passed the "Epigeum's Avoiding Plagiarism On-line Course" which covers anti-plagiarism topics and citation rules in your 1st semester of study. Handling the intellectual property of others is not only an integral part of the Master's thesis, but also a part of every semester paper you will write at ETH.

Several chairs have an additional preparation course which you have to attend before you can start writing a Master's thesis under their supervision. The D-MTEC Chair Guide provides information on these prerequisites as well as information on the research activities of the D-MTEC chairs.

[www.mas-mtec.ethz.ch/guidelines](http://www.mas-mtec.ethz.ch/guidelines)

## Registration

Please register for the Master's thesis via myStudies.

Proceed as follows:

- Open myStudies.
- Under "Functions" select "Projects, papers, theses"
- Follow further instructions and enter start & submission date, and the names of the supervising professor, external supervisor, name of the company, and co-supervisor, as well as the thesis title.
- Finish the process by clicking "Register definitely".

## Supervision

### Company supervisor

The Master's thesis is written in collaboration with an industrial partner, organisation or institution (all of which may be referred to as a company in the following). A company employee acts as external supervisor for the Master's thesis.

The topic has to address a concrete problem affecting either your current employer or another company. A list of previous Master's thesis topics is available on the MAS MTEC Intranet.

### Supervising professor

In addition to a company supervisor, you need a D-MTEC professor to serve as the main supervisor of your thesis. Please contact a potential supervisor directly and provide her/him with a short proposal for the thesis topic. The topic might be adjusted or further specified by the professor. D-MTEC lecturers or scientific staff can act as co-supervisors. You can find details about the research and teaching activities of the various D-MTEC chairs in the D-MTEC Chair Guide.

Furthermore we recommend attending the annual MTEC Master's Fair to get in touch with scientists of the various chairs in order to identify potential supervisors and find a topic for your Master's thesis.

[www.mas-mtec.ethz.ch/masters-fair](http://www.mas-mtec.ethz.ch/masters-fair)

### Confidentiality

For some collaborations signing a non-disclosure-agreement is necessary. Details need to be sorted out with the supervisor and the respective company.

## Writing

Please start working on your Master's thesis by calendar week 12 in your last semester at the latest. The company supervisor will introduce you to the company, arrange necessary contacts, and enable access to information. The D-MTEC professor defines the requirements and milestones for the thesis and advises you on technical and methodological issues.

The supervising professor will review the work in progress during 3 meetings and presentations. This guarantees that you will receive continual coaching. You may also be asked to give a presentation within the company.

The details of requirements for the presentations can differ for the various D-MTEC chairs. Therefore, you should agree on the process of supervision and presentation in advance with the your supervisor.

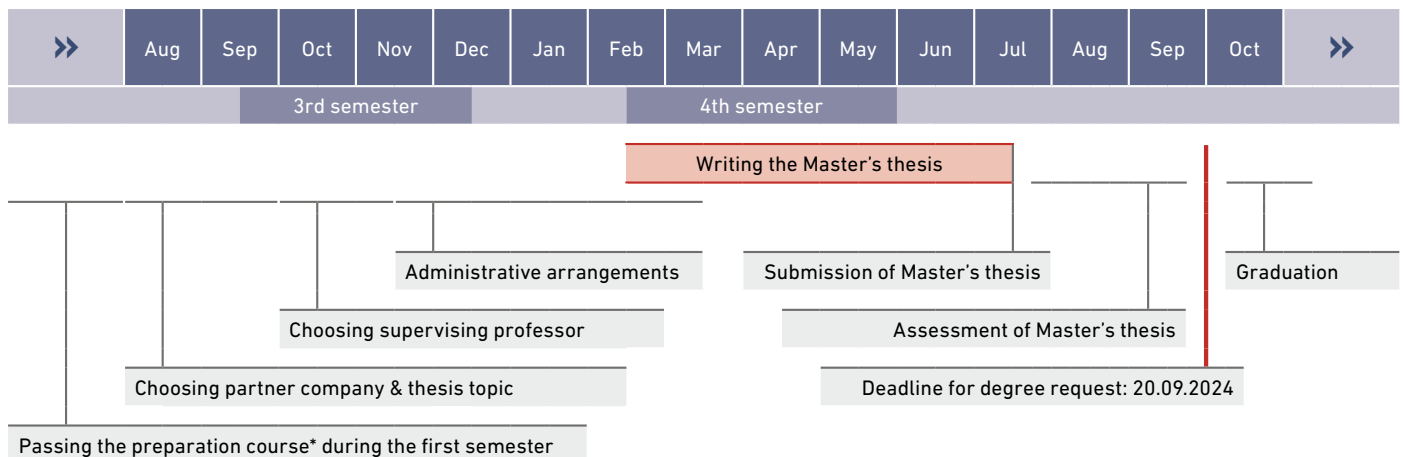
## Submission

A signed "Declaration of Originality" has to be handed in with the Master's thesis. By signing this document students attest that they have authored the work in question themselves, read the "Citation Etiquette" information sheet on plagiarism, and adhered to the citation standards.

Apart from the "Declaration of Originality", the format requirements vary for each chair and are defined by the main supervisor.

The assessment of the Master's thesis can take up to 8 weeks. For this reason it is necessary to hand in your Master's thesis no later than the middle of July, as the deadline for the submission of your degree request will be 20 September 2024.

Additional information regarding the Master's thesis as well as all required documents can be found here: [www.mas-mtec.ethz.ch/masters-thesis](http://www.mas-mtec.ethz.ch/masters-thesis)



\* Epigeum's Avoiding Plagiarism Online Course

The minimum passing grade for a Master's thesis is 4.0. A Master's thesis that does not earn a passing grade can be repeated once. A new topic has to be chosen for the second attempt.

# The final steps

## Degree request

You can submit your degree request as soon you have earned the minimum number of credit points and fulfilled all programme requirements. (see box on the right).

The degree request is submitted by printing it out via myStudies. It must be signed and delivered to MAS MTEC Student Services no later than 20 September 2024.

### Requirements for requesting the MAS ETH MTEC degree

1. You have obtained a minimum of 3 CP in at least 5 competence areas of the Core Courses
2. You have passed 2 courses from the category "Skill-based Training"
3. You have earned at least 48 CP for courses (category Core Courses, Skill-based Training, Elective Courses)
4. You have passed the "Epigeum's Avoiding Plagiarism" preparation course for the Master's thesis
5. You have earned 12 CP for your Master's thesis

## Final documents

Upon completion of your studies you will receive the documents listed below:

- Final academic record, with or without an addendum
- The diploma (degree) certificate
- The diploma supplement, which includes information about ETH Zurich, the programme, and the courses taken
- Cohort ranking (German/English)
- English translation of all original German-language documents

A maximum of 65 CP can be earned during your studies and will be awarded on your academic record. If you have received more than 60 CP, you may decide which courses will be listed on the addendum. These courses will not be considered in your grade point average (GPA). In general, only courses in which you have received a passing grade will be listed on your academic record.

The certificates and the academic record are originals and are issued only once. If you request a copy, the School for Continuing Education will issue a copy, an attested copy and/or a notarised translation. Attested copies have the same legal validity as the original document.

## The MAS ETH MTEC degree

The title "MAS ETH MTEC" is officially recognised by the Swiss Federal Government and is protected by law. With this title you can prove that you have completed a university post Master's degree level education programme according to the stipulations of the Rec-tors' Conference of Swiss Higher Education Institutions issued in May, 2004. These require a minimum of 60 CP.

## Study extension

Under exceptional circumstances, it is possible to apply for an extension of the normal duration of studies. To do so, you must submit a well-founded request to Student Services by filling out the relevant form in your 4th semester and return the request by 17 June 2024. Approval of the request hangs on the cogency of its justification. When a request for an extension is approved, certain conditions may be imposed. There are no additional costs for the extension.

[www.mas-mtec.ethz.ch/forms](http://www.mas-mtec.ethz.ch/forms)

You should complete your studies in 4 semesters.

In exceptional circumstances the study duration can be prolonged by a maximum of 2 semesters.

# Resources and services

Academic Sports Association Zurich (ASVZ)  
Campus  
Career Center  
Gastronomy  
Computer labs  
ETH EduApp  
Equal Opportunities  
Personal support services  
IT Services  
Language Centre  
Libraries  
Projekt Neptun  
Students with disabilities  
Student working spaces

## Academic Sports Association Zurich (ASVZ)

The ASVZ offers a diverse sports programme with plenty of opportunities to discover new activities. Some courses require registration in advance. You can participate in team sports such as football and badminton, or choose from a wide range of classes, from yoga to jazz dance. Use the ASVZ app to stay up-to-date with schedule changes, news and sports-related entertainment. MAS students can purchase an annual membership for the reduced fee of CHF 365.

[www.asvz.ch](http://www.asvz.ch)

## Campus

ETH Zurich's two main locations are situated in the centre of Zurich and on Hönggerberg. Both offer a full range of services around teaching, research, and knowledge transfer, as well as leisure services. All MAS MTEC courses take place in the centre of Zurich (HG, LEE, WEV buildings).

[www.ethz.ch/campus](http://www.ethz.ch/campus)

## Career Center

The ETH Career Center is a service that supports ETH graduates during the transition from their studies to the Swiss labour market. For a fee, you can book individual counselling sessions with a career advisor.

[ethcareer.ch](http://ethcareer.ch)

## Gastronomy

ETH Zurich has more than 15 student canteens and cafeterias (Mensa) in various buildings. They offer affordable daily meals, sandwiches and salad buffets. MAS students receive an employee discount. The opening hours, menu plans and prices can be found online under:

[www.gastro.ethz.ch](http://www.gastro.ethz.ch)

## Computer labs

Approximately 200 computer workstations are at the disposal of ETH students in the ETH main building (HG). These computer stations have full internet access and run standard software. The use of these work stations is free of charge. The following link lists the available computer rooms:

[www.ethz.ch/services/en/it-services/catalogue/managed-client/computer-rooms](http://www.ethz.ch/services/en/it-services/catalogue/managed-client/computer-rooms)

## ETH EduApp

The ETH EduApp is designed to help students through everyday university life, and to foster interaction during courses. It displays your personal timetable with all of your registered courses together with maps to the respective locations. Access the app or download it on your smartphone or tablet at:

[eduapp.ethz.ch](http://eduapp.ethz.ch)

## Equal Opportunities

"Equal" supports women's and men's career development in the academic environment, promotes the integration of gender-specific content in research and teaching, and helps you to balance your studies, work, and family.

[www.ethz.ch/services/en/employment-and-work/working-environment/equal-opportunities](http://www.ethz.ch/services/en/employment-and-work/working-environment/equal-opportunities)

## Personal support services

ETH Zurich's various advice services provide you with qualified and confidential help in case of serious difficulties, conflicts and personal crises.

[www.respekt.ethz.ch/en/kontakt-und-fachstellen](http://www.respekt.ethz.ch/en/kontakt-und-fachstellen)



## IT Services

The IT Services Department provides you with a free basic IT package which includes an e-mail address, access to computers, an ETH-wide directory, and the opportunity to publish a personal homepage. You also have access to some free software and several other services. More information about IT Services and some how-to guides can be found under:

[www.ethz.ch/students/en/service/it-services](http://www.ethz.ch/students/en/service/it-services)

## Language Centre

The joint language centre of the University of Zurich and ETH Zurich offers intensive German courses, along with courses in many other languages. These courses are open to students for a reduced fee. Online pre-registration is required and must be completed within a certain time period prior to the start of the course. No credit points will be awarded for language courses.

[www.sprachenzentrum.ethz.ch](http://www.sprachenzentrum.ethz.ch)

## Libraries

The ETH Library's Knowledge Portal gives you access to up-to-date scientific information and media that are essential for your studies. You can receive support on how to access publications, not only from libraries based at ETH Zurich, but also from a variety of other collections, libraries, and archives. The Info Center and circulation desk are located on the H- floor of the main building.

[www.library.ethz.ch](http://www.library.ethz.ch)

## Projekt Neptun

Projekt Neptun offers students and higher education employees selected devices, such as laptops and tablets for discount prices. At the beginning of each semester, Neptun selects a range of laptop models suitable for students. These can be ordered for a limited time.

[www.projektneptun.ch](http://www.projektneptun.ch)

## Students with disabilities

Disabled students or those suffering from a chronic medical condition may face special challenges during their studies. Please note that disability assistance may be different from that available in your home country. We strongly recommend that you check the website below and that you contact us early on – preferably before the start of your studies. You will then receive contact information for the disability advisory service and also receive information on how to make special examination arrangements. Please note that deadlines still need to be respected.

[www.ethz.ch/students/en/advice/disability-advisory-service](http://www.ethz.ch/students/en/advice/disability-advisory-service)

## Student working spaces

The MTEC Department offers student working spaces in the WEV building at Weinbergstrasse 56/58. The rooms available to you are E 20 (student & team workspace) & E 27 (quiet study room). In order to access the WEV building outside of working hours, please set up a PIN as described on page 10 under "ETH Card".

[www.adressen.ethz.ch](http://www.adressen.ethz.ch)



# Get in touch

MAS MTEC Board  
Class Profile  
Alumni organisation  
Social media  
Address  
Directions

# D-MTEC networks

## During your studies

### MAS MTEC Board

The MAS MTEC student representation is elected annually by the students and works towards the following objectives:

- Representing students' interests in the Teaching Commission and Department Conference
- Students' point of contact for feedback on courses and programme
- Regular coordination with programme administration and management
- Organising social events for students to get together
- Promoting and administrating the Mentoring Programme MAS together with the Coordinator MMP MAS

For more information visit the MAS MTEC Board's web page:

[www.mas-mtec.ethz.ch/masmtecboard](http://www.mas-mtec.ethz.ch/masmtecboard)

You can also directly contact them at:

[masmtec-board@ethz.ch](mailto:masmtec-board@ethz.ch)

### Class Profile

The MAS MTEC Class Profile lists all students of a cohort, their academic backgrounds and positions, as well as their contact data. We will hand over the class profile of your cohort on Welcome Day.

[www.mas-mtec.ethz.ch/classprofile](http://www.mas-mtec.ethz.ch/classprofile)

## After your studies

### MAS MTEC Alumni – a life-long partnership

ETH Alumni is the official alumni association for ETH graduates. Within it, the MAS MTEC alumni group offers MAS MTEC graduates a networking platform through which they can maintain relationships with each other. Furthermore, it organises numerous events at which its members can network and discuss professional challenges. For more information visit the MAS MTEC Alumni's web page

[www.alumni.ethz.ch/en/mitgliederorganisationen/management-und-sozialwissenschaften/mas-mtec](http://www.alumni.ethz.ch/en/mitgliederorganisationen/management-und-sozialwissenschaften/mas-mtec)

In the spirit of life-long partnership, our Coordinator for Short Courses, Alumni Relations and Mentoring at D-MTEC, maintains close contact with the department's alumni community. In collaboration with faculty and staff, she oversees the development and promotion of educational opportunities for alumni, such as networking events and non-degree Continuing Education Short Courses. Find out more about the alumni network at D-MTEC here:

[www.mas-mtec.ethz.ch/alumni](http://www.mas-mtec.ethz.ch/alumni)

### Social Media

Stay informed about research, news and events of the MTEC Department and the MAS MTEC programme.

Follow us on LinkedIn:

[www.linkedin.com/company/mtec-ethzurich](http://www.linkedin.com/company/mtec-ethzurich)

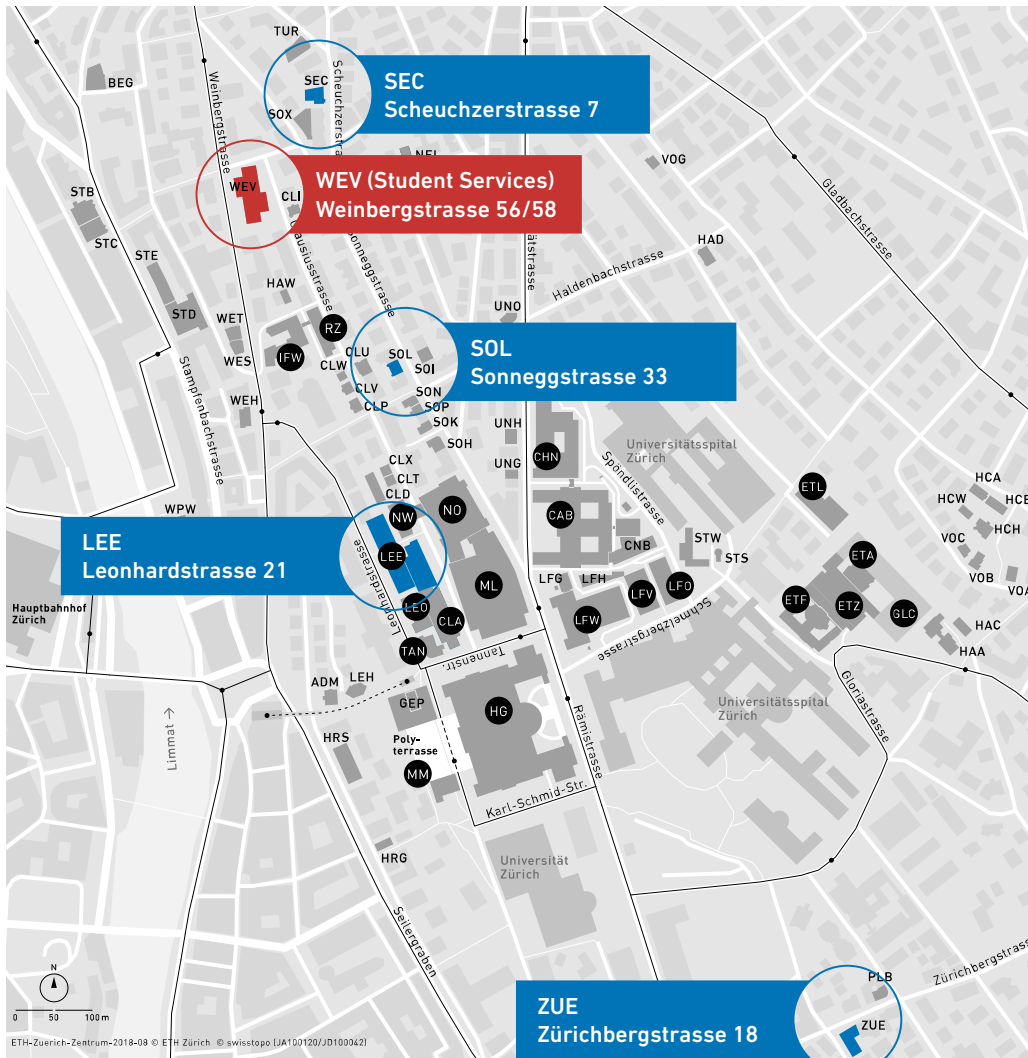
Follow us on Twitter:

[www.twitter.com/d\\_mtec](http://www.twitter.com/d_mtec)

Join the LinkedIn group of MAS MTEC students and alumni:

[www.linkedin.com/groups/8319301](http://www.linkedin.com/groups/8319301)

# How to find us



Locations of D-MTEC in Zurich

## Main address

MAS ETH MTEC  
 WEV Building  
 Weinbergstrasse 56/58  
 8092 Zurich  
 Switzerland

## Travel directions

### From Zurich airport and main train station

- Take a train to Zurich HB (Main Station)
- Walk to the tram stop "Bahnhofstrasse/HB" and take a line 7 tram with final destination "Stettbach" to the stop "Sonneggstrasse".
- Walk downhill on Weinbergstrasse for approximately 2 minutes. The WEV building is on your left.

Please note: From Zurich airport to the city, you will need a ticket valid for 3 zones.





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Changes are possible. Legally binding are the MAS MTEC regulations and the ETH Course Catalogue.